

# **Stephens County Board of Commissioners**

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Kenneth Peeples, Chairman  
Rex Anderson, Vice Chairman  
Harold Andrews, Commissioner

Phyllis Ayers, Finance Director/  
Interim County Administrator  
Russell Smith, Attorney

## **STEPHENS COUNTY E911 COMMUNICATIONS OFFICER JOB OPENING**

Applications for the position of E911 Communications Officer will be taken at the Stephens County Commissioners Office from October 4, 2007 until October 19, 2007. Please apply in person at the Courthouse Annex, Room 206, 2<sup>nd</sup> floor between the hours of 8:00 am and 5:00 pm.

Qualifications include a high school diploma or GED, the ability to multi-task, possess or be able to obtain Georgia Communications Officer Certification within six months of employment, possess or be able to acquire CPR certification within three months of employment, have a working knowledge of computers, be able to type 35 WPM with no errors, ability to work in a stressful environment, and be able to travel outside the county at various times for updates and training.

The duties for this position include, but are not limited to the following; receives all emergency 911 and non-emergency calls and transmits all appropriate information to the public safety personnel, answers radio transmissions for the Police, Fire, EMS, Sheriff's Office, EMA and other necessary public safety personnel. Duties also include entering data into the CAD and GCIC system, monitoring security cameras and facility gate to ensure a safe facility.

Stephens County is a Drug Free Workplace and an Equal Opportunity Employer.